



**La Tierra Community School
Academic Program Coordinator
Job Description
(Revised June 8, 2022)**

REPORTS TO: Board of Directors

DESCRIPTION:

As the instructional leader for the school, the Academic Program Coordinator is first and foremost responsible for increasing student achievement by consistently ensuring the implementation of the instructional practices and strategies endorsed by the Board and in accordance with Arizona state standards.

EDUCATION, TRAINING, AND EXPERIENCE:

Education Minimum: Degree in a related field and/or equivalent combination of education, training and experience sufficient to perform the essential functions of the job. AZ teaching certificate, Master's degree, Professional Educator's License preferred.

Experience Minimum: 3- 5 years administrative or teaching experience or an equivalent combination of education, training and experience sufficient to perform the essential functions of the job.

The following list of major duties and responsibilities may not fully represent the exact responsibilities of any one Academic Program Coordinator. There may be additional different elements of the job which are not included in this list.

ESSENTIAL JOB FUNCTIONS:

- Oversees academic program by proposing and implementing strategies that ensure staff excellence and student achievement.
- Provides supervision, training, and evaluation of instructional personnel.
- Serves as District Test Coordinator
- Serves as Title I Coordinator and Teacher of Record
- Serves as Title I, II, IV, RLIS Grants Manager
- Implements strategies that integrate all stakeholders in school-wide programs, projects, and activities.
- Supports Board's effective governance and fiduciary responsibilities.

Major Duties and Responsibilities:

- Serves as an educational leader of the school by initiating proposals, expanding opportunities for the school to accomplish its goals and the Arizona State Standards, and inspiring others to work towards high standards.
- Provides supervision, training, and evaluation of instructional personnel.
 - Recruits and screens applications and participates in the hiring of all instructional personnel.
 - Processes, trains, supervises, and evaluates instructional staff in accordance with school standards, timelines, and procedures, and state approved evaluation processes that include annual professional growth plan.
 - Keeps Director informed and makes recommendations to Director regarding performance and contracts.
- Assists Director in implementing, monitoring, and modifying approaches to school-wide discipline protocol.
 - Monitors staff implementation of policies and procedures and coordinates with the Director when deficiencies are noted.
 - Assists Director by recommending policies and procedures for the discipline of students that comply with A.R.S. 15-843.
 - Performs other duties as delegated by the Director.
- Keeps the learning community up-to-date with learning modules, state compliance, and new standards for education.
 - Participates in professional development for leadership.
 - Creates proposals that ensure curriculum is evidence-based, state approved, academically rigorous, integrated, engaging, and aligned to academic standards.
 - Monitors, revises, and implements school-wide improvement plan: leads staff in the completion of CNA (Comprehensive Need Assessment), IAP (Integrated Action Plan) and RCA (Root Cause Analysis) annually that supports and ensures student success.
 - Ensures timely compliance with all ADE requirements including MOWR, ALEAT, GME and School Improvement Guidelines.
 - After school exits SIS, continues to conduct and organize yearly program evaluation by managing the process of analyzing assessment data to improve student achievement in meeting the Arizona State Standards and the school goals and measurable outcomes.
 - Administers and facilitates staff professional development opportunities that promote quality of instruction and learning and are aligned with the school mission, vision, and strategic direction.
 - Serves on the Child Study Team to identify students who are struggling with academics or behaviors in the classroom.
 - Works with teachers to improve their teaching practice through collaborative planning, constructive and professional feedback, and providing coaching and mentoring opportunities including class-to-class mentoring and classroom support systems.
 - Assures solid data-driven instruction in all classrooms and that individual student assessment data is being used for early intervention.
 - Verifies and checks weekly lesson plans submitted by teaching staff. Those include learning modifications, AZ standards, and differentiated teaching strategies.
 - Works with teachers to improve their teaching practice through coaching, professional

development, modeling, and collaborative planning. Promotes culture of team based leadership.

- Serves as charter representative to ASBCS.
- Serves as District Test Coordinator which includes scheduling benchmark assessments and ensuring that all guidelines are met for AASA, AZELLA, and AIMS testing every spring and analyzing data from these tests.
 - Develops a system that ensures timely student assessments, testing schedules, and test administrations as well as assuring that individual student assessment data is being used for early intervention and data-driven instruction in all classrooms.
 - Prepares school technology for assessments and ensures students and teachers have adequate technology and training to successfully complete assessments.
- Serves as Title I Director and Teacher of Record, successfully implementing a Title I intervention program targeting the lowest 25% of students in reading and math.
 - Administers school-wide Dibels and Galileo tests in reading, math, and science.
 - Identifies the lowest 25% of students in reading and math and provides for small group instruction to Title I students.
 - Tracks student's progress in intervention groups for continued support and/or to exit program.
- Serves as Title I, II, IV, RLIS Grants Manager (with assistance from Shari Sterling at YCESA)
 - Manages and applies for all school grants including the ESEA Consolidated Entitlement Grant (Title I, Title II, Title IV and RLIS Grants) and any other grants received by the school.
 - Creates Title I, II, IV budgets with the director, using information compiled in CNA, Fishbone, and IAP.
 - Completes annually GSA and LEA's self-assessments.
 - Monitors Sam.Gov for federal compliance.
 - Completes all cycle monitoring tasks in GME/ALEAT and monitors all state required deadlines for grant related tasks in GME and ALEAT.
 - Ensures compliance with all local, state, and federal funding regulations.
- Supports Director in implementing strategies that integrate all stakeholders in school-wide programs, projects, and activities including:
 - Serves as a role model for students and staff in demonstrating positive attitudes and a high level of professionalism while fostering a culture of excellence, teamwork, and collaboration amongst the staff, teachers, students, and families.
 - Provides regular communications with families and other stakeholders.
 - Attends various school and community events.
 - Facilitates open town halls, free parent workshops, and community engagement events.
 - Supports and promotes community and fundraising events and grant opportunities.
 - Celebrates students and staff achievements through a range of highly visible strategies.
 - Encourages and supports parent engagement, participation, and active contribution within the school.
 - Nurtures positive relationships with all community leaders including donors, elected officials, business owners, and residents of Yavapai County.
 - Maintains positive relationships with and disseminates and clarifies information received from various agencies including ASBCS, ADE and other trade and governing bodies.

- Supports the Board's effective governance and fiduciary responsibilities.
 - Prepares monthly administrative reports for the Board, ensuring accountability to critical reporting and submission requirements.
 - Develops recommendations for Board consideration that combine the best interest of students and the needs of LTCS with the focus and directions the Board desires.
 - Supports the Board's strategic planning process by proposing relevant priorities and implementing key annual action plans that align with the school's annual goals and multi-year strategic plan.
- Serves as Charter Representative for LTCS. Consistently reviews ASBCS dashboard, communicates school standing to the Board, recommends corrective action to the Board when necessary, completes filing of amendment requests as needed, and communicates with ASBCS representatives concerning negative academic findings.
- Accepts other responsibilities as assigned by the Board of Directors.